

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON

MONDAY 12th MARCH 2018

AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.35PM.

Present: Councillors Mr D Gunter (Chair), Mr L Davison-Williams (Vice-Chair), Mr J Selley, Mr A. Watson, Mr J Roberts, Mrs G Gardner, Mrs B Thomas

In attendance: The Parish Clerk, Assistant Clerk, 1 member of public - Mr Ron Worsnop

Minutes: Assistant Clerk

17/473 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Paxton, A Channon and M McNulty

17/474 SPECIFIC DECLARATIONS OF INTEREST – None.

17/475 POLICE REPORTS

475.1 **To acknowledge receipt of Crime Statistics for December 2017** – The Crime statistics taken from the Bedfordshire Police website were acknowledged. A total of 33 crimes were reported and included anti-social behaviour, vehicle crime, criminal damage, drugs, robbery, violence/sexual offences and shop lifting. Following February's Full Council meeting the office has contacted the Police seeking additional information on the violence/sexual crime category. Unfortunately no clarification as to whether the reported offences were minor scuffles or sexual offences was available at the time of meeting.

475.2 **Update on Bedfordshire Police OpVision visit to Barton, 17th February 2018**

Councillor Selley attended Bedfordshire Police OpVision at Barton Library car park on Saturday 17th February between 11am - 4pm. A number of PCSO's, Specials and Police officers were on hand to speak to residents, offer advice and provide leaflets on crime prevention. On the day a number of residents reported that there were signs of drug taking behind the village hall, these offences had not been reported to Police prior to OpVision. Currently Barton is served by the Leighton Buzzard team and the team felt that Barton would be better served by the Houghton Regis team as they are closer and could respond quicker. It was evident that crimes are not being reported and therefore the Police are not aware that any offence is taking place and cannot act. It is also useful for crimes to be reported by several people by phoning the non-emergency number 101, this highlights that there is a problem and can then be investigated. The Parish Council will include a piece on social media/newsletter advising residents that they need to '*SEE IT, SAY IT, SORTED*' by reporting the crime to the Police so they can act.

17/486 PUBLIC QUESTION TIME

Mr Ron Worsnop commended all residents and the Parish Council for submitting their objections to Central Bedfordshire's Local Plan. He advised that he has submitted a lengthy document objecting to the plan, highlighting the survey undertaken by residents in which the majority wanted homes for the older generation and low cost housing for starters. His report included alternative suggestions where development could go ahead in the village and he felt there were areas of infill which could be used for development, the football club and bowls club could also be relocated to behind Arnold Academy freeing up the land for building and providing up to date facilities for the clubs. In the Parish Councils response they "accept that some development is appropriate" and asked what type of housing they wanted and the locations.

Councillor Davison-Williams confirmed that the Parish Council has not yet discussed or identified any locations or type of property, and that they have asked that policy HA1 be removed from the Local Plan. He advised that there are no set boundaries to the village and the greenbelt extends into the village, planning has previously been refused on greenbelt land. Ron Worsnop offered to send a copy of his submission to the Parish Clerk to disseminate to Councillors for their consideration.

17/477 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

Councillor Shingler was present, he asked whether there had been any progress arranging a meeting with the Police & Crime Commissioner, Kathryn Holloway. The Clerk advised that it had not been possible to arrange a meeting as not all parties were available on the suggested dates. A survey on Policing priorities has now been issued by the Police & Crime Commissioner, this will be considered by the Parish Council in April. As there were no matters outstanding

Councillor Shingler and Mr R Worsnop left at 8.05pm

17/478 PLANNING COMMITTEE REPORTS/UPDATE

478.1 Matters arising from previous Planning Committee not included within agenda

The National Planning Policy Framework Consultation has been launched and is running until 5th May 2018, documents are available on line. **ACTION:** Clerk to add to next Planning agenda.

478.2 Update on planning applications refused/granted

A list of planning applications received and decisions was previously circulated to members. Councillor Davison-Williams advised that a large amount of soil has been imported on the A6/Gravenhurst Lane, Silsoe site to create additional bunding. It is believed that the soil is contaminated. **ACTION:** Clerk to advise Central Bedfordshire Council that soil, believed to be contaminated, has been imported onto the A6 site recently.

This appeal for this application takes place on 13th/14th March at the Rufus Centre, Flitwick.

478.3 To consider new planning applications or delegate authority to respond to committee

CB/18/001113/MW Yard G, Barton Industrial Estate, Faldo Road. Change of use to create a waste transfer and recovery facility - No comments.

CB/18/00694/FULL 19 Harold Road: Alterations and insertion of roof lantern to the existing single level rear extension - No comments

CB/18/00843/FULL 3 York Close: Two storey rear and side extension - No comment

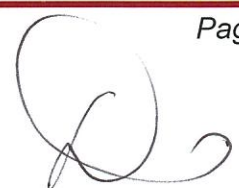
CB/18/00745/FULL 72 Manor Road: Single storey side extension, clad existing 2 storey extension with timber boarding - No comments

17/479 MINUTES OF LAST MEETINGS

479.1 To receive and approve the minutes of the Full Council meeting held 12th February 2018

Councillor Gunter advised that there was an error under minute point 422.1 as he was not present, this should be amended to Councillor Davison-Williams. Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 12th February 2018 with the amendment of point 422.1 which should read *Councillor Davison-Williams PROPOSED approval of the minutes of the Full Parish Council held on 12th February*, SECONDED by Councillor Selley and UNANIMOUSLY CARRIED.

- 479.2 **To receive and approve the minutes of the Extra-ordinary meeting held on 19th February 2018**
Councillor Gunter PROPOSED approval of the minutes of the Extra-ordinary meeting held on 19th February 2018, SECONDED Councillor Selley and UNANIMOUSLY CARRIED.
- 479.3 **Matters arising outside of committee reports/updates** – Councillor Thomas advised that the letter to allotment holders should be held back as this can be combined with skip opening notice following consultation with ploholders.
- 17/480 CHAIRMAN'S ANNOUNCEMENTS**
- 480.1 **Announcements as deemed appropriate by the Chairman - None**
- 480.2 **To confirm date for Annual Parish Meeting and Annual Meeting of the Parish Council**
The date for the Annual Parish Meeting and Annual Meeting of the Parish Council was set at Monday 14th May 2018.
- 480.3 **To remind Chairs and Outside Representatives to submit Annual Reports to the Clerk by 31st March 2018** – Noted
- 480.4 **To acknowledge completion of First Aid at Work course by staff member - Acknowledged.**
- 17/481 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 481.1 **Matters arising from previous Policies & Resources Committee not included within agenda** – None.
- 481.2 **To receive and ratify the recommendations of the minutes of the Policies & Resources committee held on 26th February 2018**
Councillor Gunter PROPOSED approval of the minutes of the Policies & Resources committee held on 26th February 2018, SECONDED by Councillor Selley, 6 in favour with 1 abstention. The minutes were approved.
- 481.3 **Approve the revised Council's Investment Fund**
Councillor Gunter PROPOSED approval of the Revised Council's Investment Fund, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 481.4 **Adopt the Investment Policy**
Councillor Gunter PROPOSED that the Investment Policy be adopted, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.
- 481.5 **Adopt the S137 Grant Policy**
Councillor Gunter PROPOSED that the revised S137 Grant Policy be adopted, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 481.6 **Consider quotes for Christmas tree and lights and response to Barton Christmas Lights Group** - Deferred to the next Policies & Resources committee meeting
- 481.7 **Approve BRFC car park use 2017/18 payment arrangement**
Councillor Selley PROPOSED approval of the BRFC car park use payment arrangement for 2017/18 SECONDED by Councillor Gunter, 4 in favour, 3 abstentions. **ACTION: Clerk to raise credit note for £200.00 for 2017/18 (only) car park use. Future years invoice from BRFC for car park use.**
- 481.8 **Approve draft letter to Wellers Hedley regarding the o2 mast**
Following discussion Councillor Gunter recommended this item be deferred to next Full Council with feedback from Peter Cherry, Waldon Telecom. **ACTION: Clerk to chase Waldon Telecom for details to invoice 3 years rent. Item to be deferred to next Full Council.**



- 481.9 **Consider any training required from BATPC Spring/Summer Training Programme and approve costs - None**
- 481.10 **To approve Assistant Clerk as cheque signatory in absence of Clerk**
Members requested clarification on this agenda item. The Assistant Clerk will act as a replacement officer in the absence of the Clerk only. Councillor Gunter PROPOSED approval of the Assistant Clerk as cheque signatory in the absence of the Clerk, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to send application to bank to add signatory.
- 481.11 **To approve cost and purchase of Fire Assembly Point and Car Park Disclaimer signs**
Councillor Gunter PROPOSED THAT 2 Fire Assembly Signs (for Sports Field and Office) and 2 Car park disclaimer signs (for allotments and burial ground) be purchased at a total cost of £33.44. Fire Assembly point locations will be land to the west of field entrance gate of sports field and on the Bus Shelter outside the office in Windsor Road.
- 481.12 **To approve cost of delivery of Parish Newsletter**
Two options were circulated to Members; 'Outlook' church magazine and 'Oracle' magazine. It was noted that the Outlook magazine does not currently deliver to all properties in the Village and further deliveries would need to be made. Councillor Gunter PROPOSED approval of Option B Oracle magazine (delivered to all residents) at a cost of £70.00, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.
- 481.13 **Review of Risk Assessment Summary 2017/18**
The Risk Assessment Summary was circulated to Members. Councillor Gunter PROPOSED that the Risk Assessment Summary be approved, each committee will consider action plans, SECONDED by Councillor Selley with 6 in favour and 1 abstention.
- 17/482 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 482.1 **Matters arising from previous Burial Grounds Committee not included within agenda** –The Assistant Clerk advised members that a grave had been left in a poor condition following a recent burial. She has contacted the funeral director and they are investigating. It was noted that no inspection of the War Memorial has taken place for some time, this should be done monthly. **ACTION: Office to locate War Memorial Inspection form and inspections to take place monthly.**
- 482.2 **To acknowledge the Burial Ground Inspection and Churchyard Inspections of 20th February and 6th March 2018 - acknowledged**
- 482.3 **To consider/approve UK Power Networks essential tree cutting consent at the Burial Ground**
UK Power Networks contacted the office requesting permission to carry out essential tree works at the Burial Ground. A photograph of the trees which need pruning was circulated to Members. Members were concerned that access could be an issue and requested that a Risk Assessment and Method Statement be provided by UK Power Networks before any work is undertaken. Councillor Watson PROPOSED approval for UK Power Networks to carry out essential tree works in the burial ground subject to receipt of satisfactory Risk Assessment and Method Statement, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 17/483 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 483.1 **Matters arising from previous Highways & Environment Committee not included within agenda - None**
- 483.2 **To acknowledge weekly Bus Shelter Inspections from 13th February and 6th March 2018 - Acknowledged.**

483.3 **To consider and respond to Central Bedfordshire Council's Waste & Recycling Consultation**
Defer to next Highways and Environment committee meeting.

17/484 LEISURE COMMITTEE REPORT/UPDATE

484.1 **Matters arising from previous Leisure Committee not included within agenda - None**

484.2 **To acknowledge weekly Playground Inspections from 13th, 20th, 27th February and 5th March 2018** – Acknowledged, everything in order.

484.3 **To acknowledge weekly Fitness Equipment Inspections from 13th, 20th, 27th February and 5th March 2018** - Acknowledged. The Groundsman had reported that the cross trainer was loose in the ground and has now dealt with this using correct equipment from the supplier.

484.4 **Approve Grant Application for new swings at Arnold Recreation Ground**

The Clerk has completed the application form which was circulated to Members prior to the meeting. Minor amendments were highlighted by Members. Councillor Thomas PROPOSED approval of the Grant Application for new swings at Arnold Recreation Ground with the amendments as discussed. **ACTION: Clerk to amend application then submit to The Big Lottery Fund.**

484.5 **To receive and ratify the recommendations of the minutes of the Horticultural sub-committee held on 26th February 2018**

Amendments were requested by Councillor Gardner, **Class 36 6 Cup cakes**, add "*to be judged for taste and decoration*" and **Class 80 Seascape picture** add "*any medium*".

Councillor Gardner PROPOSED approval of the minutes of the Horticultural sub-committee held on 26th February 2018 with amendments to class 36 and 80, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.

484.6 **To consider/approve costs of topping and weed spraying field at Old Road.**

Councillor Thomas advised that additional information and costings were received after the agenda, this quotation should be taken back to the committee for discussion. **ACTION: Defer to next Leisure committee meeting.**

17/485 SPORTS FIELD COMMITTEE REPORT/UPDATE

485.1 **Matters arising from Sports Field committee** - Councillor Thomas requested that the lighting along the sports field access road be put to the next Sports Field committee.

485.2 **To renew permission to fly model aeroplane at Luton Road Sports Field**

All paperwork was in order, Councillor Selley PROPOSED permission be granted to resident for flying his control line model aeroplane at Luton Road Sports Field, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

485.3 **To consider request from Chiltern Youth Football League to hold tournament on 13th May 2018.**

A request has been received from Chiltern Youth Football League to use the playing fields and changing rooms for their CYFL Cup Final Super Sunday. The event is scheduled for Sunday 13th May 2018. Users of the sports field have been advised of the date and Barton Rovers FC have confirmed that the car park will be available to use on the day. Councillor Selley PROPOSED approval for Chiltern Youth Football League to hold their Cup Final Super Sunday on 13th May with the conditions that they provide marshals to help with parking, they should advise the Police of the event and collect

and remove litter, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED. **ACTION: Councillor Gardner to check with fixtures with bowls club and office to advise Jolly Toppers.**

17/486 MONTHLY FINANCIAL REPORTS

486.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports** – Councillor Gunter PROPOSED to receive the monthly reports, SECONDED by Councillor Gardner and UNANIMOUSLY CARRIED.

Councillor Thomas queried why the ear-marked reserves were not carried over monthly. The Clerk advised that the software company had advised her ear-marked reserves should be moved as part of the year end process. **ACTION: Clerk to investigate.**

17/487 APPROVAL OF PAYMENT OF ACCOUNTS

487.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting** - Councillor Gunter PROPOSED that the payments for March 2018 be approved, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

17/488 TIME ALLOCATION FOR COMMITTEE MEETING

488.1 **Dates available for committee/sub-committee meetings**

19th March 2018 – Burial and Highways & Environment committees.

26th March 2018 – Sports Field, Policies & Resources and Leisure committees

17/489 MISCELLANEOUS CORRESPONDENCE RECEIVED

489.1 **To acknowledge receipt of thank you email from resident of Grange Road following hedge cutting** – acknowledged.

489.2 **To acknowledge receipt of the Chiltern Society magazine Spring 2018 Issue** – acknowledged, the magazine is available in the office.

489.3 **To acknowledge receipt of the Bedfordshire Bugle** - Acknowledged.

489.4 **To acknowledge receipt of ICCM magazine** – acknowledge, the magazine is available in the office.

17/490 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Bedfordshire Police & Crime Commissioner, Kathryn Holloway has launched her annual survey on Policing policies, deadline of 15th April 2018 – add to next Full Council agenda.

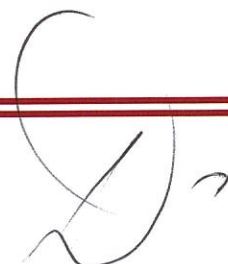
Planning Framework Policy review has been received, NALC deadline of 20th April 2018 – add to next Full Council meeting

The meeting closed at 9.55pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 12th March 2018.

Dated this the 9th April 2018

**COUNCILLOR D GUNTER
CHAIRMAN**



**PAYMENT OF ACCOUNTS
SCHEDULE
MARCH 2018**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0422/17	Peninsula Business Services	HR Services - February 2018	199.00	39.80	238.80	4151		DD
0423/17	NEST	Pension payments February 2018 (Payment due March)	733.86	0.00	733.86	526		DD
0424/17	Scottish Power	Parish Office Elec February 2018	-39.00	0.00	-39.00	4137		DD
0425/17	Scottish Power	Parish Office Elec February 2018 REVISED	50.00	0.00	50.00	4137		DD
0426/17	Scottish Power	Parish Office Elec March 2018	50.00	0.00	50.00	4137		DD
0427/17	Anglian Water/Wave	Pavillion	35.57	0.00	35.57	4809		DD
0428/17	Direct 365	Skip Emptying - Allotments (February)	120.25	24.05	144.30	4134		DD
0429/17	Cawleys	Skip Emptying - Burial Ground (February)	34.68	6.94	41.62	4314		DD
0430/17	I. Nicholls	March Salary	Salary		Salary	4002		6834
0431/17	A. Merryweather	March Salary	Salary		Salary	4000		6835
0432/17	E. Rhodes	March Salary	Salary		Salary	4004		6836
0433/17	D. Procter	March Salary	Salary		Salary	4003		6837
0434/17	S. Cowie	March Salary	Salary		Salary	4001		6838
	TOTAL SALARIES	NET MARCH SALARIES	4,712.02		4,712.02	-	4,712.02	
0435/17	BT Business	1 December 2017 - 28 February 2018	461.59	92.31	553.90	4105		DD
0436/17	HM Rev & Customs	Mth 11 PAYE	612.80	0.00	612.80	525		
0437/17	HM Rev & Customs	Mth 11 Nat. Emp'ee NI Contri	396.03	0.00	396.03	525		
0438/17	HM Rev & Customs	Mth 11 Nat. Emp'ee NI Contri	455.43	0.00	455.43	525	1,464.26	6839
0439/17	Dan Procter	February Mileage 160 miles @ 60.1p	96.16	0.00	96.16	4107		6848
0440/17	VOID							
0441/17	BATPC	GDPR Data Protection Briefing	20.00	0.00	20.00	9100		6832
0442/17	Xerox Finance	Versalink Photocopier Rent 1/3/18 - 31/5/18	81.04	16.21	97.25	4111		DD
0443/17	GC Planning Partnership Ltd	Local Plan Consultation Work Balance Payment	-1900.00	-380.00	-2280.00	9700	cancelled	-
0444/17	GC Planning Partnership Ltd	Local Plan Consultation Work Bal Payment REVISED	1750.00	350.00	2100.00	9700		6833
0445/17	D W Glyde Plumbing&Heating	Sports Pavillion Taps	60.00	0.00	60.00	4111		6841
0446/17	St John Ambulance	First Aid at Work Cost - 1 delegate	135.00	27.00	162.00	9100		6842
0447/17	Boston Crop Sprayers/Vassgro	Repairs to White Lining Machine	140.50	28.10	168.60	4805		6843

0448/17	Village Hall	Meeting February x 3	102.00	0.00	102.00	4112	6844
0449/17	Reynolds Landscaping	Hedge cutting, Grange Road	100.00	20.00	120.00	4401	6845
0450/17	L W Vass/H.L. Hutcinson Ltd	White Lining Paint p/o	270.00	54.00	324.00	4805	6846
0451/17	Xerox UK	Clic Charges/Variable charge	68.71	13.74	82.45	4111	DD
0452/17	British Gas	Pavilion Electric (30/1/18 - 1/3/18)	109.48	5.47	114.95	4806	DD
0453/17	Crown Gas	Pavillion Gas (30/1/18 - 1/3/18)	258.95	12.95	271.9	4812	DD
0454/17	Herts Full Stop	Cross Shredder/Laminator O/N 871 & O/N 872	272.92	54.59	327.51	Split	6847
TOTAL MARCH 2018 PAYMENTS				9,386.99	365.16	9,752.15	

